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## NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

**MINUTES OF MEETING HELD: 24<sup>th</sup> April 2018 7.30pm**  
**VENUE: Ingatestone Library**

<b>Present:</b>	Cllr J Winter (Chair)	Cllr N Jennings	M Marston	Cllr T Blunsten
	Cllr P Jeater	A Donnelly	M Hart	P McCann
	Cllr L Boyce	N Wagland		
<b>Absent:</b>	Cllr D Jelley	E Jeater	D Sankey	

**NP18/040 Apologies for Absence**

Apologies were received and accepted from E Jeater, D Sankey and D Jelley

**NP18/041 Announcements and Declarations of Interest**

There were no declarations of interest.

**NP18/042 Public Participation session**

No members of the public were present.

**NP18/043 To approve the minutes from the last meeting**

The minutes of the meeting of 20<sup>th</sup> March 2018 were noted and approved. They were signed by Cllr Winter

**NP18/044 To review progress with the actions agreed at the Environment and Land Use Working Group, in particular the drafting of the Residents' Questionnaire**

The audit of Street Furniture was being actively conducted. This will form part of the legacy of the NP evidence gathering and will be available from the Parish Office.

The Digest of Clubs & Societies will continue to be a working document to keep it up to date. Contact details are needed and a pro forma developed to gather information following discussions held at meetings including a SWOT analysis.

A meeting will be held on 4th May with the Housing Department about the stock in Ingatestone & Fryerning and the demand for social and specialist housing and garages etc.

The provisional suggestions for designating Assets of a Community Value will be made available on the web pages and further suggestions sought via the Newsletter and Residents' Questionnaire.

The list of Protected Urban Open Space and Protected Lanes had been obtained and would be circulated to the group.

**NP18/045 To receive progress on the distribution of the Business Questionnaire and feedback on initial replies**

The Business Questionnaire is being distributed. 78 had been emailed with a return of 24% so far. The closing date for return will be extended and recipients followed up. Members volunteered to deliver hard copies with covering letters to other businesses on the list. This will be organised shortly. Brentwood Borough's Planning Department had been written to to discuss the analysis on completion, as this would contribute to the discussions around the use of the development site near the by-pass ear-marked for 'employment use'.

The Residents' Questionnaire continues to be discussed. Draft 5 had been reviewed by the Communications & IT Committee and further suggestions made.

It was agreed that Cllr Jennings would produce a further draft, circulate it to the NPAC members, and a small meeting held to finalise the text. This would then be ready in time for printing and subsequent circulation to residents with the mid-May newsletter. The RQ would also be available on-line for households that wished to complete more than one questionnaire.

**NP18/046 To review the submissions for the May Parish Council newsletter**

The list of newsletter items was discussed.

Most pieces have now been written and given to Dawn. The outstanding authors will be contacted. It was further agreed to put a piece in about the Parking Inventory as well.

**NP18/047 To re-visit the Engagement Strategy and plan for the consultation on the feedback of both Questionnaires**

Reference to the Engagement Strategy adopted at the start of the NPAC work, would be used to prepare the bid for the second year of our enabling grant. Contact with clubs and societies could begin before the analysis of the Residents' Questionnaire.

**NP18/048 To discuss future grant funding requirements**

It was agreed that the future bid would cover the work outlined in the Engagement Strategy.

**NP18/049 To agree dates for future meetings**

The next three meetings will take place in the Library on 22 May, 19 June and 24 July.

**NP18/050 Close of meeting**

The Chairman thanked the Councillors for attending and closed the meeting at 9.10pm